



STATE OF IDAHO
invites applications for the position of:

IOEM Logistics Manager

SALARY: \$28.29 - \$36.78 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 02/23/22
CLOSING DATE: 03/09/22 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification.

ANNOUNCEMENT NUMBER:	22-16-N
AREA OF CONSIDERATION:	Open to all applications
POSITION TITLE:	IOEM Logistics Manager
PAY GRADE:	NGA-10
POSITION CONTROL NUMBER:	4078
CLASS CODE:	20269
SALARY:	\$28.29 to \$36.78 hourly (\$58,842 to \$76,499 annually)
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Idaho Office of Emergency Management (IOEM), Gowen Field, Boise, ID
TYPE OF POSITION:	Civilian Nonclassified; Limited Service Appointment (<i>This position is under a cooperative agreement or grant funded.</i>)
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: IOEM LOGISTICS MANAGER
POSITION CONTROL NUMBER: 4078
CLASS CODE NUMBER: 20269
SALARY GRADE: NGA-10

INTRODUCTION: This position is assigned to the Grant Management Branch, Idaho Office of Emergency Management (IOEM), functioning within the State of Idaho – Military Division. The primary purpose of this position is to manage a full range of logistics support duties associated with acquisition, accountability, use and disposal of grant-funded equipment and IOEM property

throughout the State of Idaho. Manages vehicles and equipment, and coordinates the use of facilities in support of IOEM activities.

EXAMPLE OF DUTIES:

Duties and Responsibilities:

1. Oversees the acquisition, accountability and disposal of Department of Homeland Security grant-funded equipment throughout the State of Idaho. Acts as the subject matter expert in the development of sub-grant guidance as they pertain to equipment acquisition and Environmental and Historic Preservation requirements. Ensures compliance with all federal, state, and Idaho Military Division (IMD) regulatory requirements and guidance. Collaborates with IOEM Senior Management in grant application development including program narratives and budget development. Manages the IOEM Equipment Tracker System (EAN/ERID Program) in coordination with IOEM Senior Management, Idaho Military Division (IMD) Information Technology (IT) support, and sub-grantees. Validates grant program directive (GPD) authorized equipment list requirements, and approves requested equipment acquisitions as submitted from sub-grantees and IOEM Program/Investment Managers for compliance with stated program goals and objectives. Assists sub-grantees in the development of GPD Environmental and Historic Preservation (EHP) screening forms for Federal Emergency Management Agency (FEMA) preparedness grant-funded projects. Submits EHP screening forms and conducts EHP compliance reviews with FEMA in accordance with the National Environmental Policy Act (NEPA). Provides programmatic/process instruction to sub-grantees to ensure compliance with federal grant reporting requirements, as well as IOEM equipment acquisition and accountability requirements. Establishes and maintains equipment accountability for each grant and associated program within the grant. Reviews grant equipment records for compliance, proper approvals and accuracy. Conducts periodic audit/ monitoring visits with sub-grantees to ensure compliance with federal and state equipment acquisition, EHP, and accounting requirements. Provides feedback to the IOEM Grant Management Branch Chief as necessary to increase the effectiveness and efficiency of the overall IOEM grant funded equipment acquisition and accountability process.

2. Oversees the acquisition, accountability, use and disposal of IOEM property throughout the State of Idaho. Coordinates with IOEM Senior Management for acquisition and accountability of voice communication equipment and usage (hand-held radio and vehicle mounted radio equipment), vehicles and fleet management (mileage and service/warranty execution), and tracking for ready deployment of command trailers, supplies and accessories. Ensures storage warehouse is clean, organized, in good repair and contents are accounted for and inventoried semi-annually. Coordinates with Branch Chief and IOEM Senior Management in developing the annual budget to support acquisition of supplies and vehicles.

3. Acts as the state representative with FEMA Region 10 to analyze and identify site locations regionally around the state to receive, distribute and manage large quantities of supplies that the public will need in the aftermath of catastrophic events. Facilitates Memorandums of Agreements (MOAs) for identified sites between identified facilities, the State of Idaho and FEMA Region 10. Serves as the FEMA Response point of contact (POC) ensuring logistics support to the supply chain is managed appropriately.

4. Promotes a respectful work-place that complies with policies of the Adjutant General. Observes and ensures compliance with the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace. practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

5. May oversee work of Reservists or supervise temporary state employees for a limited or intermittent basis as needed or assigned typically associated with Emergency Operations Center (EOC) activation. When applicable, provides leadership and supervision to assigned personnel. Assigns, oversees and/or monitors work and training and ensures accountability of assigned

personnel to include utilization of time and resources. Approves leave, work schedule, and timesheets. Communicates performance expectations and assesses the performance of reporting subordinate(s) as directed. Provides feedback and coaching. Reviews and approves/disapproves requested personnel actions of assigned staff. Advises the Branch Chief regarding the allocation/reallocation of personnel resources to best meet current and projected requirements for assigned areas of responsibility.

6. Attends training and participates in exercises as identified in federal grant guidance and/or by the IOEM Training and Exercise Program and IOEM Senior Management.

7. On a voluntary basis, attends training and performs duties as the on-call IOEM HAZMAT Duty Officer several times per year, on a 24/7 weekly basis, in accordance with established rotation schedule. Facilitates emergency conference calls with Local Incident Commanders, and other supporting agencies. Upon request, coordinates federal resources, and coordinates and approves state resources available to assist in the response. Ensures the Idaho Hazardous Materials/Weapons of Mass Destruction (WMD) Incident Command and Response Support Plan is properly executed.

8. Performs other related duties and projects as necessary or assigned. Deploys as directed to a designated Emergency Operations Center (EOC) at a local, state, or federal level during federally declared disasters. Upon activation of the Idaho State Emergency Operations Center (IDEOC), performs duties as directed by the IDEOC Manager. During activation of the IOEM's Continuity of Operations (COOP) Plan, may perform as member of Advance Echelon party (ADVON) and/or other supporting COOP role as required. Serves as the owner and lead on Idaho's Distribution Management Plan (DMP); involving annual updates to the plan, training state and county emergency management personnel on the plan, informing and participating in exercises related to the plan.

SUPERVISORY CONTROLS: Duties are performed under general supervision of the IOEM Grant Management Branch Chief (or the Emergency Operations Center Manager when activated). The incumbent receives broadly defined assignments that support to the overall mission goals. The incumbent works independently to plan, carry out, and oversee work to fulfill assignments/responsibilities using applicable regulations, policies and procedures. The incumbent, having developed a mastery of this line of work, independently plans and carries out programs, projects and other assigned duties, coordinates with others as necessary, and resolves most conflicts that arise. The supervisor assists or advises the incumbent with unprecedented situations. The incumbent must display tact, good judgment, creativity and analytical ability. Works collaboratively with federal, state and local officials. Keeps supervisor informed of work priorities, progress, factors that may influence the success of assignments, and potentially controversial matters. Carries out work using applicable laws, regulations, policies and directives. Completed work is generally reviewed for adherence to laws, policy and other requirements.

PERSONAL WORK CONTACTS: The incumbent comes in daily contact with the IOEM Director, Branch Chiefs, Senior Management and staff; and civilian and military employees of the Idaho Military Division; and representatives of Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS). Works closely with Grant Program sub-grantees, and IOEM Program/Investment Managers throughout the State of Idaho. Coordinates with the Idaho Military Division's State Accounting/Resource Office, State Purchasing and Contracting Office, and the Human Resources Office (HRO), as necessary.

WORKING CONDITIONS / PHYSICAL EFFORT: The majority of work is performed in a well-lighted climate controlled office environment. Incumbent may be required to work long hours (in excess of an 8-hour work day). Work may require travel in and out of state and outdoor exposure in all types of climatic conditions during emergencies and disasters. Incumbent may drive and walk on varied surfaces and terrain including rough, uneven, and slippery surfaces. Work can be physically strenuous and may include standing, walking, stooping, and bending. Incumbent must routinely lift and carry supplies and equipment up to 20 pounds unassisted, and may occasionally handle heavier items with assistance. Incumbent may be required to deal with citizens under extreme emotional distress.

FLSA Overtime Code: A (Administrative Exempt; straight-time)
EOC: B02 (Professional)
WCC: 9410
FEBRUARY 2022

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Travel is required for training and job performance. Must be willing to travel by all modes of transportation and stay at destinations for moderate to extended periods of time.
- Must agree to attend/accomplish required training and participate in training exercises as identified in federal grant guidance, by the IOEM Training and Exercise Program, and by IOEM Senior Management; must agree to successfully complete online courses as determined by the same.
- Must have professional level work experience in **each** of these areas: planning and scheduling maintenance repairs on a variety of vehicles and equipment; asset / inventory tracking; managing work orders; reserving use of vehicles, equipment and hotel accommodations; and identifying and resolving a variety of logistical concerns.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 24-months of specialized experience performing related duties as specified below.

- Knowledge of and experience working in emergency management, the federal grant process, budget development, and property acquisition and accountability procedures.
- Skill and ability in conducting property accountability and/or implementing controls (examples: receipt inventory/accountability and distribution of equipment/supplies to multiple users).
- Ability and skill in the execution of complex programs, and working closely with multiple customers, temporary staff, reservists, users and program participants.
- Knowledge with Environmental and Historic Preservation compliance.
- Skill and ability to use the Microsoft Suite of Office Programs (such as Word, Excel, and PowerPoint).
- Skill in creating and maintaining reports, and providing statistical data in support of a program or ongoing management process.
- Ability in public speaking and presenting instruction to small and large audiences. Skill in communication, both written and verbal.
- Ability to handle stress and deal with unexpected situations.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

The HRO State Personnel Branch will not forward incomplete application packets for consideration.

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #22-16-N
IOEM LOGISTICS MANAGER
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

IOEM Logistics Manager Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to have and maintain (DO NOT provide license info here).

- * 2. **Mandatory Requirement (condition of employment)**: Must submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 3. **Mandatory Requirement (condition of employment)**: Travel is required for training and job performance. Must be willing to travel by all modes of transportation and stay at destinations for moderate to extended periods of time.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 4. **Mandatory Requirement (condition of employment)**: Must agree to attend/accomplish required training and participate in training exercises as identified in federal grant guidance, by the IOEM Training and Exercise Program, and by IOEM Senior Management; must agree to successfully complete online courses as determined by the same.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 5. **Mandatory Requirement (condition of employment)**: Must have professional level work experience in **each** of these areas:
 - planning and scheduling maintenance repairs on a variety of vehicles and equipment;
 - asset / inventory tracking;
 - managing work orders;
 - reserving use of vehicles,
 - equipment and hotel accommodations;
 - and identifying and resolving a variety of logistical concerns

Provide written response describing your experience.

- * 6. KSA: **Knowledge of and experience working in emergency management, the federal grant process, budget development, and property acquisition and accountability procedures.**

*Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Skill and ability in conducting property accountability and/or implementing controls (examples: receipt inventory/accountability and distribution of equipment/supplies to multiple users).**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Ability and skill in the execution of complex programs, and working closely with multiple customers, temporary staff, reservists, users and program participants.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Knowledge with Environmental and Historic Preservation compliance**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Skill and ability to use the Microsoft Suite of Office Programs (such as Word, Excel, and PowerPoint).**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. KSA: **Skill in creating and maintaining reports, and providing statistical data in support of a program or ongoing management process.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 12. KSA: **Ability in public speaking and presenting instruction to small and large audiences. Skill in communication, both written and verbal.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 13. KSA: **Ability to handle stress and deal with unexpected situations.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 14. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?
☐ Yes ☐ No

- * 15. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)
☐ Yes ☐ No

- * Required Question